

PHILIP MORRIS U.S.A.
INTER-OFFICE CORRESPONDENCE
RICHMOND, VIRGINIA

To: . T. S. Osdene
From: . L. M. Cummings *Lewis*
Subject: . RECORDS MANAGEMENT PROGRAM STATUS REPORT
SCIENCE AND TECHNOLOGY

Date: August 13, 1991

Following is an update on what has transpired in relation to Records Management since I wrote to you in March.

On April 16, 1991, the first revised issue of the Science and Technology Department records retention schedule received the endorsements required for finalization. During this reporting period, all records in storage were reconciled to the approved retention schedule. All inactive records for your department located in the PM USA Records Center are now being fully managed according to the most recently revised schedule.

In March, your department completed the classification, labeling and inventorying phase of the Records Management Program. This month, your departmental records coordinator was trained on the next phase of the Records Management Program implementation. The diskette to capture the Science and Technology Department inventory data was distributed during this training session.

In this report, I have started reporting the progress of the final phase of the Records Management Program implementation. Attached is a chart showing the information that will be reported monthly until this phase has been completed. I hope this will assist you in continuing to monitor the progress of the Records Management Program implementation in your department.

In discussions with legal counsel, we have decided to postpone Records Management Program compliance reviews until audit objectives and procedures have been established. These procedures are being written and will be submitted to the Legal Department and outside counsel for review in August. Upon their approval, consistency and standardization of program audits will be assured company wide. You will be notified before these procedures become effective.

Finally, I would like to thank you and Nancy Peters for your continuing support of the Records Management Program. If you have questions or need more information, please let me know.

Attachment

c: A. J. DeBaugh, Esq.
S. C. Parrish, Esq.
N. W. Peters
C. C. Purcell
R. G. Reid, Esq.
FILE: P34-C641

B. F. Punnettelle
B. F. NORAW

"ONLY BEING THE BEST WILL KEEP US FIRST"